

ALASKA DIVISION OF FORESTRY

EMERGENCY FIREFIGHTER (EFF) PROGRAM

GENERAL INFORMATION

If you are interested in becoming a member of an emergency firefighter (EFF) crew, contact the nearest Alaska Division of Forestry (DOF) Area/Dispatch Office listed below.

Mat-Su (761-6300)

Fairbanks (451-2651)

Kenai-Kodiak (260-4200)

Delta (895-4225)

Southwest (Mc Grath) (524-3010)

Tok (883-5134)

Valdez/Copper River (822-5534)

Haines (766-2120)

In addition, EFF non-crew casual workers are needed when DOF is faced with a high wildland fire workload. If you are interested in this type of work, contact the Alaska State Employment Office in one of the communities above, or inquire with the nearest DOF Office. Each DOF office works closely with the Alaska State Employment Service Office when casual labor is needed. You may want to fill out an Emergency Firefighter Application to be on file at your nearest DOF office for use in extreme emergency situations.

This packet includes:

- 1) General Information**
- 2) Conditions of Hire Applicable During Employment**
- 3) EFF Application**
- 4) EFF Classifications**

Please provide complete information on the EFF application.

Note: The Federal Bureau of Land Management (BLM), Alaska Fire Service also hires emergency firefighters. Check with Job Services for more information.

CONDITIONS OF HIRE
FOR
EMERGENCY FIREFIGHTERS

1. You are being hired as an emergency firefighter (EFF) by an agency of the U.S. Government or the State of Alaska. These agencies are referred to in this document collectively as the "Government". Procedures or policies that refer to either the federal or state agencies are specifically addressed. The work is hard and shifts often exceed 12 hours. Prompt compliance with your supervisor's instructions at all times is essential and mandatory. You must be at least 18 years old and in good physical health (a physical examination may be required at the discretion of your supervisor). Close living conditions in incident camps require personal cleanliness. Personal hygiene must meet standards set by your supervisor, particularly your hair, which must be maintained in such a way that a safety hat can be properly worn.
2. Disclosure of your Social Security Number (SSN) is mandatory. You will be ineligible for employment if you fail to provide your SSN. The SSN is the primary reference for the gathering of earnings data in connection with lawful requests from other agencies (Internal Revenue Service or State agencies). The hiring agency alone has direct access to this information. SSN use is necessary because another individual may have a name identical to yours. Always provide **YOUR FULL LEGAL NAME** on your hiring documents, not nicknames.
3. You must have a current valid Government issued picture identification card (ID card) in your possession at the time of hire and for the duration of the assignment. Tribal or village/regional corporation ID card is not acceptable for travel purposes. You must also have documents that meet federal I-9 requirements to be hired.
4. Standard length for each assignment is 14 days, exclusive of travel time; however, this is not a guarantee of employment. The hiring agency or incident organization may release you at any time.
5. You are required to bring a sufficient supply of all necessary prescription medication for each incident assignment. Notify your regular Government supervisor of any potential life threatening medical conditions, i.e., allergic reactions to bee stings.
6. You will be paid at an hourly rate. The Officer-in-Charge will advise you of the salary rate for your position.
7. Income tax will be withheld from your check. All pay as an EFF must be included as gross income for Federal Income Tax purposes. You may have to report it on your state income tax report, if applicable, in accordance with state instructions.
8. You will be given the opportunity to complete federal income tax withholding forms. Failure to complete the W-4, Employee's Withholding Allowance Certificate, will result in federal income tax withheld at the default tax rate (the highest withholding rate).
9. Alaska does not have a state income tax. If you wish income tax withheld for another state, you must provide the proper state income tax form to the Officer-in-Charge.
10. The U.S. Government will provide you the opportunity to complete a W-5, Earned Income Credit Advance Payment Certificate (EIC). EIC reduces the amount of tax you will owe, if you are eligible.
11. When you sign your time report, you are agreeing it is correct. Do not sign the report until you agree! Keep your time sheet copy until you are paid.
12. You can expect to receive payment within three to four weeks after the end of your employment period. The State of Alaska will mail your check to the address you provide on your hiring paperwork. Federal payments will be made either by Direct Deposit (if you complete the sign-up form) or Treasury check mailed to your address of record.
13. You are required to bring your own personal items to and from the incident in a single bag. The total weight of your bag cannot exceed 45 pounds for the entire duration of the assignment. Radios, "boom boxes", or other electronic gear must not exceed one pound. Individuals exceeding the personal gear weight limitation must leave excess weight items behind. The Government will not be responsible for these items. **MINIMUM** clothing requirements are listed in the Emergency Fire Fighter Crew Management Guide, Section IV.B.2.a-h.
14. When you are hired for incident assignment, whether or not you may be restricted to an incident camp or staging area is at the discretion of the Incident Commander, or local, regional, or agency policy. Your pay status will be determined by the Officer-in-Charge following Interagency Incident Business Management Handbook and/or the Alaska Incident Business Management Handbook, and the Emergency Firefighter Crew Management Guide.

15. Whenever the Officer-in-Charge decides it is necessary, the Government will furnish your meals and lodging without cost. You will not receive reimbursement for meals or lodging that you purchase, meals you do not accept, or when the Government is temporarily unable to furnish meals or lodging.
16. The Government will provide or pay for necessary transportation from the point of hire to the work location. The Government will also provide or pay for transportation back to the point of hire unless you are discharged for cause, quit without a good reason, or deviate your travel.
17. The cost of anything you buy from the commissary will be deducted from your check. The Officer-in-Charge may suspend your commissary privileges if purchases exceed wages earned, less tax withholding. Commissary purchases are included in your 45 pound weight limitation.
18. Designated Government property (such as hard hats, tools, sleeping bags, tents, nomex clothing, etc.) issued to you must be returned. If they are lost, destroyed, or left in bad condition, the cost of them may be deducted from your check.
19. Report any damage to or loss of your personal property to your supervisor before you leave the incident camp. The Government assumes no responsibility for loss of personal items not needed for incident assignment. Reimbursement may be limited to predetermined maximum dollar amounts per item.
20. The Incident Commander may approve paid days off for personnel assigned at the incident. During paid days off periods, the Crew Boss will remain in charge. You are obligated to adhere to any conditions that have been established governing paid days off situations. EFF are not entitled to paid days off at their point of hire.
21. Possession of firearms, marijuana, illegal drugs, and illegal use of a controlled substance is prohibited. Possession or any evidence of usage constitutes grounds for immediate discharge.
22. Possession, use, and/or being under the influence of intoxicating beverages while in pay status constitutes grounds for immediate discharge.
23. If you are fired, or you quit without good reason before your scheduled demobe, your pay will stop immediately. Additionally, the Interagency Resource Representative or Incident Commander will determine whether or not the Government will provide transportation back to the point of hire or pay you for this travel time. If not, you will be responsible for these transportation costs and/or the costs of personal needs during the waiting time.
24. If you are on active duty with the Armed Forces (Army, Air Force, Navy, Marine Corps, or Coast Guard) you are ineligible for U.S. Government EFF work. If you are on active duty with the Alaska National Guard you are ineligible for State of Alaska EFF work.
25. If you sustain an injury or become sick, report to your supervisor immediately.
26. THE U.S. GOVERNMENT AND THE STATE OF ALASKA ARE EQUAL EMPLOYMENT OPPORTUNITY EMPLOYERS. Unlawful discrimination or any kind of harassment will not be tolerated. (This includes behavior such as making threats, abusive language, slurs, unwelcome jokes, teasing and other such verbal or physical conduct.) Creating a hostile work environment will not be condoned. (This includes verbal or physical conduct of a sexual nature, making unwelcome sexual advances or requests for sexual favors, and unreasonably interfering with the work of others.)

I have read, or had read to me, and understand, the State of Alaska Exposure Control Plan, the Bureau of Land Management Exposure Control Plan, or the brochure entitled "Protecting Employees from Hepatitis A Virus, Hepatitis B Virus, and Human Immunodeficiency Virus" and realize by doing so I have fulfilled the Level 1 training requirement of the Bloodborne Pathogens Standard.

I have been provided the opportunity to complete income tax withholding forms.

I have read, or had read to me, and understand the above conditions and upon signing below, agree to abide by said conditions for the duration of this calendar year.

EFF'S PRINTED NAME

EFF'S SIGNATURE

SOCIAL SECURITY NUMBER

HIRING OFFICIAL'S PRINTED NAME

HIRING OFFICIAL'S SIGNATURE

DATE

2012 - Fairbanks Job Center Application - 2012
BLM or DNR Emergency Firefighter or Casual Support Worker

Note to Applicant: You are applying for emergency work with BLM or DNR. If hired you must comply with the provisions of the 1986 Immigration Control Act and you are expected to possess and show documentation supporting your legal right to work in the United States. Income taxes are withheld from pay. Earnings do not qualify for unemployment benefits.

PERSONAL INFORMATION: Print Name and Address below. List all contact telephone numbers.

Last Name:	First Name:	MI:	Phone #:
Mailing Address:			Message or Cell #:
City:	State:	Zip:	

SCREENING QUESTIONS: Answer the following questions YES or NO by circling the appropriate response.

1. Are you currently a BLM or State of Alaska employee?	YES	NO	7. Are you a Veteran of the Armed Forces of the United States?	YES	NO
2. Are you related to any current BLM or State of Alaska, Division of Forestry employee?	YES	NO	8. Are you an active duty member of the Armed Forces of the United States?	YES	NO
3. Have you ever been convicted of a felony?	YES	NO	9. Are you available for field assignment for up to 14 days?	YES	NO
4. Have you been convicted of a misdemeanor within the past five years?	YES	NO	10. Do you have a valid Alaska Drivers' License?	YES	NO
5. Are you at least 18 years of age?	YES	NO	11. Do you have a current Commercial Drivers' License? If YES, list endorsements _____	YES	NO
6. Do you have a current Interagency Qualification Card (Red Card)?*	YES	NO			

JOB INTERESTS: What kind of work are you available for? Pick three; number them in order of preference (1, 2, 3) in box on the right.

Administrative/Office		Dispatcher/Teletype Operator		Motor Vehicle Operator	
Aircraft Fueler		Firefighter * (Must have Red Card)		Radio Operator	
Barracks Worker		Food Service Worker		Ramp Specialist	
Carpenter		Forklift Operator		Timekeeper	
Clerk/Typist		Laborer		Warehouse Worker	
Cook		Maintenance Mechanic		Other (list)	

EXPERIENCE AND TRAINING: Describe job experience, training and fire classes which qualify you for the jobs you listed above.

Job Experience/Training	Supervisor/Telephone Contact	Dates Worked (MO/YR)
1.		
2.		
3.		

By my signature below, I certify that the above information is true and complete to the best of my knowledge. I understand that if I deliberately conceal or enter false information on this form, that my name may be removed from eligibility or that I may be removed from my job; that the information in this application may be released in an investigation; and that for the purpose of this certification, a photocopy of my original signature shall have the same force and effect as my original signature. I understand that an official DMV print-out of my driving record may be required if I am offered a job. I agree that BLM, the State of Alaska, or its agents, may contact current or former employers or other persons who know me in order to obtain additional information. I understand this application is not an offer or guarantee of hiring or employment.

APPLICANT SIGNATURE _____

DATE _____

*****Agency Use Below*****

DNR RED CARD, SAFETY TRAINING AND FITNESS TESTING INFORMATION:	Has Applicant ever had a Red Card? YES NO	Tested by: _____	Issued by: _____	Date: _____
	Fireline Safety Refresher? YES NO	Given by: _____	Location: _____	Date: _____
	Fitness Level Required: _____	"Pack Test" Time: _____	1.5 Mile Run Time: _____	Date: _____

JOB CENTER CONTACT INFO AND DATE: _____

2012 LIST OF APPROVED EFF CLASSIFICATIONS

Title	Mnemonic	Rate	Title	Mnemonic	Rate
Admin Aide***		EFF-5	Incident Commander Type 5*	ICT5	EFF-5
Agency Representative*	AREP	EFF-11	Incident Commander Type 4*	ICT4	EFF-6
Aircraft Base Radio Operator*	ABRO	EFF-4	Incident Commander Type 3*	ICT3	EFF-10
Aircraft Dispatcher	ACDP	EFF-8	Incident Communication Center Mgr*	INCM	EFF-5
Air Support Group Supervisor	ASGS	EFF-10	Incident Communication Technician	INCT	EFF-6
Air Tactical Group Supervisor	ATGS	EFF-10	Initial Attack Dispatcher *	IADP	EFF-8
Airtanker Base Manager*	ATBM	EFF-10	Interagency Resource Rep*	IARR	EFF-9
Barracks Worker		EFF-3	Laborer***		EFF-3
Barracks Worker- Lead		EFF-4	Lead Accounting/Admin Tech***		EFF-7
Base Camp Manager*	BCMG	EFF-5	Line Officer	LINE	EFF-11
Buying Team Member	BUYM	EFF-6	Loadmaster***	LOAD	EFF-9
Camp Crew Member***	CAMP	EFF-1	Maintenance Mechanic***		EFF-6
Camp Crew Squad Boss***	THSP	EFF-3	Mixmaster*	MXMS	EFF-7
Camp Crew Boss***	THSP	EFF-4	Materials Handler *	WHHR	EFF-5
Carpenter***		EFF-9	Materials Handler Leader *	WHLR	EFF-6
Clerk***		EFF-3	Mechanic (Automotive/Heavy Equip)	GMEC	EFF-7
Commissary Manager*	CMSY	EFF-5	Medical Unit Leader*	MEDL	EFF-8
Comp for Injury Specialist	INJR	EFF-5	Operations Branch Director*	OPBD	EFF-11
Cook, Head Camp***	COOK	EFF-6	Ordering Manager*	ORDM	EFF-5
Cook Helper***	THSP	EFF-3	Paramedic*	EMTP	EFF-10
Crew Administrative Representative*	CAR	EFF-8	Personnel Time Recorder*	PTRC	EFF-5
Crew Boss*	CRWB	EFF-6	Pilot* or Pilot***	PILO	EFF-12
Crew Representative*	CREP	EFF-7	Prevention Technician***	PREV	EFF-6
Deck Coordinator	DECK	EFF-6	Public Information Officer Type I*	PIO1	EFF-12
Demob Unit Leader*	DMOB	EFF-8	Public Information Officer Type II*	PIO2	EFF-11
Detection Specialist***	AOBS	EFF-6	Public Information Officer	PIOF	EFF-7
Display Processor*	DPRO	EFF-3	Radio Operator*	RADO	EFF-4
Division/Group Supervisor*	DIVS	EFF-10	Ramp Manager*	RAMP	EFF-6
Documentation Unit Leader	DOCL	EFF-6	Receiving & Dist. Manager*	RCDM	EFF-5
Dozer Boss*	DOZB	EFF-6	Receptionist***		EFF-2
Dozer Operator***	DOZ1	EFF-8	Resource Advisor	READ	EFF-9
Driver, CDL Required	DRCL	EFF-5	Resources Unit Leader*	RESL	EFF-8
Driver, >1 Ton and ≤ 4 Tons (No CDL)	DRIV	EFF-4	Retardant Worker***		EFF-6
EMTB***	EMTB	EFF-7	Safety Officer Type 1*	SOF1	EFF-12
EMT1***	EMT1	EFF-8	Safety Officer Type 2*	SOF2	EFF-11
EMTP***	EMTP	EFF-10	Safety Officer, Line*	SOFR	EFF-8
Engine Boss* or Engine Boss**	ENGB	EFF-6	Section Chiefs Type 1*	FSC1	EFF-12
Engine Operator* or Engine Operator**	ENOP	EFF-5	Section Chiefs Type 2*	FSC2	EFF-11
Equipment Manager*	EQPM	EFF-5	Situation Unit Leader*	SITL	EFF-8
Equipment Time Recorder*	EQTR	EFF-5	Security Manager*	SECM	EFF-5
Expanded Dispatch Recorder*	EDRC	EFF-3	Staging Area Manager*	STAM	EFF-6
Expanded Dispatch Coordinator*	CORD	EFF-10	Status Check-In Recorder*	SCKN	EFF-5
Expanded Supervisory Dispatcher*	EDSP	EFF-8	Strike Team Leader-All Types*		EFF-8
Expanded Support Dispatcher*	EDSD	EFF-6	Structure Protection Specialist*	STPS	EFF-10
Faller Class A	FALA	EFF-4	Swamper***		EFF-2
Faller Class B	FALB	EFF-6	Take Off and Landing Coordinator	TOLC	EFF-6
Field Observer*	FOBS	EFF-6	Task Force Leader*	TFLD	EFF-8
Firefighter Type 1*	FFT1	EFF-4	Time Unit Leader*	TIME	EFF-8
Firefighter Type 2*	FFT2	EFF-3	Unit Leaders* (w/ exception of DOCL & PROC which are EFF 6 & 9 respectively)		EFF-8
Fire Behavior Analyst*	FBAN	EFF-10	Warehouse Work Leader***		EFF-5
Fire Investigator*	INVF	EFF-11	Warehouse Worker***		EFF-4
Fixed Wing Base Manager*	FWBM	EFF-9			
Fixed Wing Parking Tender*	FWPT	EFF-3	Type 2 Crew		
Food Service Worker***		EFF-1	Crew Member*	FFT2	EFF-3
Fork Lift Operator***		EFF-2	Squad Boss*	FFT1	EFF-4
Fueler***		EFF-2	Crew Boss*	CRWB	EFF-6
Fuel Specialist***	FUEL	EFF-4			
GIS Specialist*	GISS	EFF-7	Type 1 Crew		
Ground Support Unit Leader*	GSUL	EFF-8	Crew Member * <2 seasons		EFF-3
Helicopter Manager, Single Resource*	HMGB	EFF-7	Crew Member *		EFF-4
Helibase Manager Type 2*	HEB2	EFF-8	Squad Boss *		EFF-6
Helibase Manager Type 1*	HEB1	EFF-9	Asst. Crew Superintendent *		EFF-7
Helicopter Crew Member*	HECM	EFF-4	Crew Superintendent*		EFF-8

* Must meet ICS requirements and possess a valid Red Card. Trainees are hired at one pay rate below qualified hires.

** Must be dispatched as part of a Structure Fire Department (SFD) unit of apparatus.

*** Alaska positions, local hire, not normally sent to the Lower-48 states.

+Non-ics position, use mnemonic only in Alaska.

EFF-1	\$11.62	EFF-6	\$18.85	EFF-11	\$30.80
EFF-2	\$12.80	EFF-7	\$20.52	EFF-12	\$36.95
EFF-3	\$14.24	EFF-8	\$23.04	EFF-13	\$43.92
EFF-4	\$15.71	EFF-9	\$25.49		
EFF-5	\$17.21	EFF-10	\$28.05		

To get the rate for a position not listed here, contact Karen Gordon at 451-2662 for the Northern Region and Michelle Demaline at 761-6205 for the Coastal Region.